

2012 Plan Review Application
Pet Related Business

Desired Opening Date ____/____/____ **Plan review applications must be submitted a minimum of 30 days prior to opening..**

Plan Review Fees : ☐ **New Operation (Base Permit) \$201** ☐ **Remodel \$201**

☐ **Multiple Permits \$201 (for more than one permit at this location of the same business owner)**

Plan reviews taking more than one hour of service will be charged our hourly rate of \$201.00 after the first hour. You will receive a bill for this additional service which must be paid before a permit will be issued. Permit fees are separate from plan review fees.

Type of services to be provided (check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Pet Shop Aquarium only- 4521 | <input type="checkbox"/> Pet Grooming Service - 4530 | <input type="checkbox"/> Pet Shop Standard - all other pets- 4523 |
| <input type="checkbox"/> Mobile Pet Grooming - 4531 | <input type="checkbox"/> Pet Daycare - 4525 | <input type="checkbox"/> Commercial Kennel - 4526 |
| <input type="checkbox"/> Animal Shelter Category 1 >1,500 adoptions – 4527 <input type="checkbox"/> Animal Shelter Category 2 < 1,500 adoptions- 4528 | | |
| <input type="checkbox"/> Animal Shelter Category 3 satellite adoption facility- 4529 | | |

Facility/ Business Information *Facility name and information

Name of Business/Facility _____

Address _____

City _____ State _____ Zip code _____

Business phone _____ Business Fax _____

Business Owner Information *Requestor

Requestor Name _____

Business Name and Address (if different from facility name) _____

Requestor phone number _____ Requestor email _____

Contact Person (if different from requestor) * Plan Check

Contact Person _____

Contact phone _____ Contact email _____

* for office use only these are the required fields to be completed in for data entry.

Payment Information

Payment Amount \$ _____

Check or Money Order (Payable to SKCDPH) **VISA** **MasterCard** **Discover** **Cash (In-person only. Do not mail cash)**

Credit Card Billing Info Address _____

City _____ State _____ Zip _____

Card Number _____ **Card Expires** ____ / ____ **3 Digit Code** ____

Required Signature (as on Credit card) _____ **Date** _____

Return completed forms and plans with payment to:

Public Health – Seattle & King County, Environmental Health Services, 401 – 5th Avenue, Suite 1100, Seattle, WA 98104

Office Use Only

SR# _____ **PE#** _____ **PR#** _____

Date plans received _____ **Date plans approved** _____

Inspector assigned to _____

**Pet Related Business Plan Review Submittal
Cover Sheet - *REQUIRED***

Please place this cover sheet on top of the plans or on the outside of a set of plans. All of the following information must be submitted in the following order. **Incomplete plans will not be accepted until all required information is received.** Only completed plans will be processed and reviewed. For questions please contact Leah Helms at leah.helms@kingcounty.gov or 206-263-8450.

Establishment Name: _____ Phone: _____

Site Address: _____
Street City Zip

Applicant/Contact Person for Plans _____ Phone: _____

Mailing Address: _____
Street City State Zip

Fax: _____ Email: _____

Page number in plans or specifications should be noted below.

Please Check if Item included	Item	Information Required	Location in Plans (page #)	Public Health Notes
<input type="checkbox"/>	Plan Review Application	Application must be complete		
<input type="checkbox"/>	Plan Review Fee	-New: \$201 (1 hour base) -Remodel: \$201 (1 hour base) -Resubmitted Plans: \$201.00/hr <i>*Hourly rate of \$201 charged after the base time</i>		
<input type="checkbox"/>	Infection Control Plan	Template can be downloaded from www.kingcounty.gov/healthservices/health/ehs/petbusinesses.aspx		
<input type="checkbox"/>	Floor Plan <i>Can be hand drawn</i>	Lay out of the interior of the facility. Include fencing, barriers, walls, locations of animal enclosures and entry/exit of the building. Include locations of restrooms, all plumbing fixtures including sinks and hose bibs, and isolation areas. All equipment should be clearly labeled on the site plan with its common name.		
<input type="checkbox"/>	Site Plan <i>Can be hand drawn</i>	Show building in relation to streets, sidewalks and parking. Include any outdoor animal areas, drains and hose bibs.		
<input type="checkbox"/>	Equipment Schedule	List the make and model of all equipment (kennels, dryers, primary animal enclosures). Include any custom built enclosures/ equipment or cut sheets if available.		
<input type="checkbox"/>	Finish Schedule	List the finish of the floors, walls and ceilings in all areas.		

Instructions:

This template is provided as guidance; you can fill out the template or submit the information in your own format. Attach a drawing of your site plan. If you are going to submit information in a format other than this template; make sure that all items listed in this guidance are included. If something does not apply to your business, mark it as NA.

General Operational Information:

Business Name: _____

Hours of Operation: _____

Sewer type: Public ____ Septic/Private ____

Water supply: Public ____ Well/Private ____

Waste disposal plan (describe type of containers to be used, public or private hauler, and frequency of disposal):

Types of animals sold, adopted, play group attended, boarded or groomed.
Check all that apply.

<input type="checkbox"/>	Cats/kittens	<input type="checkbox"/>	Rabbits
<input type="checkbox"/>	Dogs/puppies	<input type="checkbox"/>	Rodents
<input type="checkbox"/>	Fish	<input type="checkbox"/>	Ferrets
<input type="checkbox"/>	Reptiles	<input type="checkbox"/>	Other
<input type="checkbox"/>	Amphibians	<input type="checkbox"/>	Other
<input type="checkbox"/>	Birds	<input type="checkbox"/>	

Supervision and Staffing:

Describe animal care for hours when facility is open to the public. Who is responsible for care of the animals and who will provide this care?

Describe animal care for hours when the facility is closed to the public. Who is responsible for care of animals when the facility is closed?

Describe staffing ratios for animals allowed to co-mingle in play groups.
(a maximum ratio of 1 human:20 dogs is recommended to not be exceeded. Commonly observed ratios in the industry range from 1:10 and 1:15 humans: dogs)

Indoor Areas Finish Schedule. Indicate which type of material will be used in the following areas. If something does not apply to your business, mark it as NA. If you have more than what is listed on this sheet or you have something that is not covered please write it on a separate sheet of paper.

	Floors	Walls	Base/Cove	Fencing	Comments
<i>Example: Community play area</i>	<i>Sealed rubber mats</i>	<i>Epoxy painted from floor seam to three feet high on the wall</i>	<i>Vinyl base cove with silicone sealant at base and seams</i>	<i>Metal posts with glass barriers</i>	
Bathing / Grooming area					
Community play area/ Indoor runs					
Customer waiting / Front counter area					
Garbage/Dumpster					
Isolation/ Quarentine area					
Mop sink area					
Restrooms					
Dog Potty Box	<i>Describe materials used</i>				

Describe type of indoor heating and cooling. _____

Describe type of lighting. _____

Describe ventilation in the facility, including ventilation of isolation and quarantine areas.

Indoor dog potty boxes must be constructed of materials that are easily cleaned. They must be maintained so that they can be cleaned frequently. Permanent structures should ideally drain to a sewer connection. Semi-permanent structures must be emptied, sanitized and fresh substrate applied no less than once a week.

The following materials and substances are considered **water resistant**: painted or sealed wood, sealed concrete block, stainless steel, vinyl flooring, glass, treated or sealed paneling, fiberglass, tile, tile block and other materials as approved by the director.

Animal Enclosures. Indicate all that apply. If something does not apply to your business, write NA.

	Quantity	Type of material	Comment/Notes
Dog Kennels / Indoor			
Dog Kennels/ Outdoor			
Cat Condos			
Bird Enclosures			
Puppies enclosures			
Kittens enclosures			
Small Animal (pocket pet, reptile enclosures)			
Other:			
Other:			

Outdoor Areas Finish Schedule. Indicate which type of materials will be used in the following areas. If something does not apply to your business, write NA.

	Flooring / Material	Fences	Comments
Kennels			
Community play areas			
Dog Potty box			
Sheltered area			
Other:			

Outdoor surfaces commonly used are concrete, gravel, and wood chips; gravel and wood chips should be replaced at least twice a year or more frequently if needed. Natural lawn or turf may be used if well maintained with regular watering, mowing and repair and kept free of mud or bare dirt.

Outdoor potty boxes must be constructed of materials that are easily cleaned. They must be maintained so that they can be cleaned frequently. Permanent structures should drain to a sewer connection. Semi-permanent structures must be emptied, sanitized and fresh substrate applied no less than once a week.

No wastewater containing animal excrement or chemicals may drain into a storm drain.

Plumbing Schedule. Indicate all plumbing connections applicable to the facility. If something does not apply to your business, write NA.

	Quantity	Comments
Chemical dispensers <i>Example: Automatic disinfectant dispensers</i>		
Floor drains		
Bathing tubs		
Plumbed water systems for aquarium		
Sink – Dishwashing		
Sink - Hand washing		
Sink – Mop		
Water Heater(s) <i>(Indicate size & recovery rate)</i>		
Outdoor drains to sewer		
Outdoor drains to stormwater		
Other:		

Equipment Schedule. Indicate all equipment used at the facility.
If something does not apply to your business, write NA.

	Quantity	Manufacturer	Model #	Comment/Notes
Refrigerator(s)				
Freezer(s)				
Washer(s)				
Dryer(s)				
Dishwasher (s)				
Floor scrub machines				
Dog drying machines Cage and kennel dryers				
Grooming Tables				
Other				